

Clerical and Office Branch
Office Supervision and Customer Services Group
Court Services Series

COURT LIAISON SUPERVISOR

09/95 (SAC)

Summary

Under general supervision, oversee coordination of appearance in court by Police Department personnel, plan Municipal Court appearance schedule, and supervise Court Liaison Office.

Typical Duties

Plan Police Department personnel Municipal Court appearance schedule. Involves: maintaining information on personnel work status, training assignments and approved leave; studying court availability information schedule to ascertain personnel requirements; determining and recording court assignments based on availability of officers; notifying court of changes in employee availability, as required.

Maintain information regarding the status of trials in all courts. Involves: receiving notice from courts of cases that are dismissed, continued or plead; informing subpoenaed officers by telephone, inter-office memo or other means when appearance is no longer necessary; keeping records of notifications and cancellations of officer's required appearances in court; informing court officials and others of Police personnel schedule changes; advising employees who have received subpoenas for out-of-town appearance regarding travel arrangements or other issues; assisting prosecuting attorneys in locating officers on short notice for pre-trial conferences and court trials.

Review and verify court overtime and maintain records related to court assignment. Involves: reviewing court overtime records; correcting posted overtime, as required; notifying supervisors of employees who miss court appearances; explaining departmental policies and procedures and collective bargaining contract provisions related to court overtime pay; compiling and analyzing data on hours overtime, wages and similar matters.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; recommending changes in policies to departmental management; entering data regarding changes in personnel status in department records management system; filing and otherwise maintaining records; participating in records retention plan.

Minimum Qualifications

Training and Experience: Graduation from high school and four years of progressively responsible experience in the performance of diversified clerical duties, including two year of responsible court clerical work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: office practices and procedures; court procedures and records. Good knowledge of: business English, spelling and arithmetic. Some knowledge of: supervisory practices and procedures; Police Department policies, procedures, rules and regulations regarding Court-related matters; records retention practices.

Ability to: plan and complete work without close supervision; justly and impartially exercise delegated supervisory authority to lead, motivate, train and evaluate assigned personnel; express oneself courteously, clearly and concisely to obtain and provide information; establish and maintain effective working relationships with fellow employees, officials and the general public; make arithmetical computations; prepare schedules; maintain files; keep complex records and make reports.

Skill in the operation of: mainframe terminals, personal computer equipment and associated software.

Director of Personnel

Department Head